



POSITION DESCRIPTION

Position Title: Finance and Payroll Officer

Reports To: Chief Financial Officer (CFO)

Location: Hobart

Employment Status: Full-time ongoing

ABOUT US

Stadiums Tasmania is a statutory authority established by the Tasmanian Government under the provisions contained in the Stadiums Tasmania Act 2022 (the Act) to centralise the ownership, management, and capital development of Tasmania's major public stadiums, and fulfil a role in attracting and hosting national and international events whilst still being accessible to the wider Tasmanian community. Our vision is to make Tasmania a leading destination for world-class events and to enhance the social, cultural, and economic wellbeing of Tasmanians.

ABOUT THE OPPORTUNITY

We are looking for a dynamic, process oriented and highly motivated Finance & Payroll Officer to process the accounts payable and receivables as well as the fortnightly payroll. The role will work closely with the CFO and Venue Operation Managers to ensure all payments are made on time and receivables are collected in a timely manner.

The successful candidate will need to be adept at building relationships and meeting the needs of a diverse stakeholder group, whilst ensuring compliance with Stadiums Tasmania's policies and procedures.

This role offers you the unique opportunity to be a part of this exciting organisation and contribute to the successful establishment of Stadiums Tasmania finance function.

MAJOR DUTIES

1. Provide financial assistance to the CFO through the maintenance of the general ledger and financial system. Including:
 - Oversee the invoicing and receipting of hire fees, state and commonwealth funding and other items as required;
 - Manage the payment of accounts that have been approved ensuring that they have not been previously paid, the goods have been received, and that they are allocated to the appropriate account in the general ledger;
 - Assist with the processing of post-event settlements;
 - Oversee the maintenance of the debtor system;
 - Assists with regular monthly reporting as well as providing ad hoc reports as requested; and
 - Undertake end of year maintenance and roll over of the general ledger.
2. Assist and support the CFO in the financial administration and compliance requirements. This includes:
 - Ensuring the completion and lodgement of the Business Activity Statement;
 - Manage documentation and processes for Fringe Benefits Taxation;
 - Prepare monthly bank reconciliations; and
 - Receive, respond to and files correspondence as required.
 - Assist the CFO in preparation of all match returns / event reconciliation.
3. Process and manage the payroll system and procedures. Including:
 - Maintain and update staff details in the payroll system;
 - Administer systems to obtain and access staff award positions and levels;
 - Issue and receive employee Tax File Number declaration forms and input data;
 - Calculate and deduct for tax, HECS and superannuation and administer processes and procedures to ensure payment to the relevant bodies;
 - Generate fortnightly salary payments to staff and issue payment notifications to staff;
 - Administer voluntary salary sacrifice payments for all staff;
 - Maintain associated records relating to personal leave, annual leave, long service leave and other leave;
 - Reconcile payroll records to the general ledger each month;
 - Provide general advice to the Executive Team on employee enterprise agreements; and
 - Administer year end payroll requirements at the end of the financial year for all staff.
4. Systematically review and improve financial processes and systems to meet required organisational and professional standards.
5. Ensure that regular auditing activities are effectively supported and that recommendations for improvement are considered and actioned.
6. High-level liaison with government departments to assist in the preparation of financial surveys and other reporting requirements.
7. Undertake project tasks at the discretion of the CFO or Executive Team.



KEY SUCCESS FACTORS

This role is responsible for supporting the effective and efficient management of Stadiums Tasmania's finance function. The role will require someone who has strong attention to detail, exercises considerable initiative and can prioritise tasks in a fast-paced work environment.

ESSENTIAL

- Solid understanding of basic accounting, accounts receivable/payable and payroll principles.
- Proven ability to calculate, post and manage financial and payroll records.
- Intermediate computer skills, including Excel and accounting packages.
- Demonstrated professional integrity.
- Able to work in a team environment.
- Able to apply high-level communication skills, both verbally and in writing.
- Excellent time management and organisational abilities.
- Demonstrated accuracy and attention to detail.
- Reliable and dependable.
- Able to use initiative to anticipate and create practical solutions to problems.
- Able to maintain integrity and confidentiality when dealing with sensitive information and matters.
- Minimum 3 years' experience in similar role.
- Ability to set priorities, plan work programs, meet deadlines and manage time effectively.
- High energy, enthusiasm and drive, inspiring others to achieve.
- Satisfactory Working with Vulnerable People Card.

DESIRABLE

- A broad understanding of the Tasmanian and Australian sports and major events landscape.
- Current Driver's License.
- Experience with Xero accounting software.

OUR VALUES

Excellence - We strive to be world-class in everything we do

Collaboration – We are embedded in our communities, understand the needs of our stakeholders, and work together for collective benefit.

Balance - We seek to optimise, commercial, economic and community outcomes.

Inclusion - Our organisation, our venues and our events are equally for all.

EMPLOYEE BENEFITS

- Employee Assistance Program: Get free confidential support for your mental health.
- Reward and Recognition: Celebrate your achievements with us.
- Professional Development: Grow your skills with our opportunities.
- Flexible Working: Enjoy genuine flexibility.
- Inclusion and Diversity: Join our inclusive environment.
- Supportive Leadership: Thrive with our guidance.
- A High Performing Culture: You will lead and be led, challenge and be challenged.
- Central Location: Convenient facilities in the heart of Hobart

ADDITIONAL INFORMATION

This role will be based in our Hobart office, however there may be the need for some minor and infrequent intra-state travel.

This position description details the minimum skills required to perform the duties of this role. Other duties may be allocated, as required. The successful applicant will be required to provide evidence of their right to work in Australia e.g. tax file number, copy of Birth Certificate or Passport and Visa.

Stadiums Tasmania employees are bound by the ethics principles, which are contained in the Stadiums Tasmania Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.

All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of Stadiums Tasmania. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.

Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of Stadiums Tasmania, in accordance with appropriate legislative requirements, Board policy and established principles.

All successful appointees will be responsible and accountable to the extent of "Duty of Care" (Work Health and Safety Act 2011) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives. Stadiums Tasmania employees are required to adhere to security procedures at all times, support and contribute to the effectiveness of protective security measures through security awareness, vigilance and reporting.

PRIVACY STATEMENT

Making an application for this position requires that you consent to the collection, use, storage and destruction of personal information, including details of your referees. This information will assist us to select the best applicant for the vacant position. At all times during the recruitment and selection process, personal data will be treated in a highly confidential manner. Documents will only be available to members of the selection committee for the purposes of selecting the best person for the position. All unsuccessful applicants' documentation will be destroyed three (3) months after the end of the recruitment process. Please do not send original of documentation with your application as they will be destroyed. Successful applicant details become employment-related information and will be placed on the successful applicant's personal file.

APPLICATIONS

Applications should include a current resume/curriculum vitae and short cover letter (no more than two pages) outlining why you will be suitable for the role. Applications should be submitted to careers@stadiumstasmania.org and close at 09:00 on 4 April 2025. Please note interviews will be held on Monday 7 April.

